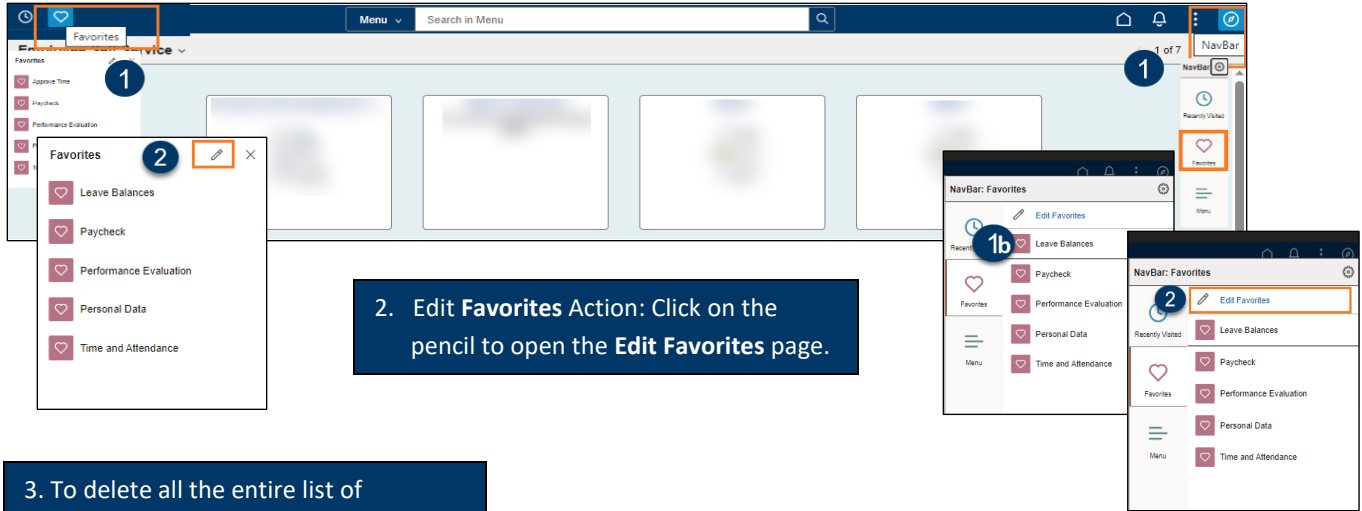




# My Favorites Quick Guide

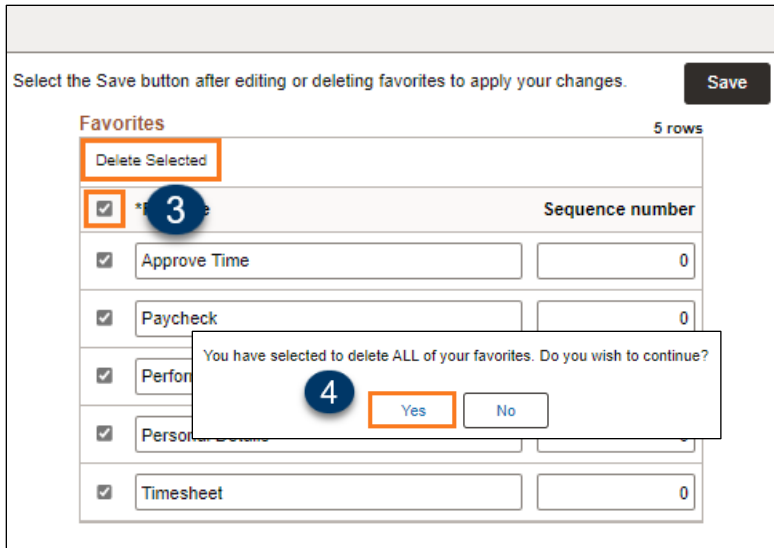
## Viewing and Clearing Favorites

1. Navigate to user **Favorites** either by clicking on the heart or the **NavBar** on the main banner.
- 1b. If using the **NavBar**, click the **Favorites** heart to open the **Favorites** list.

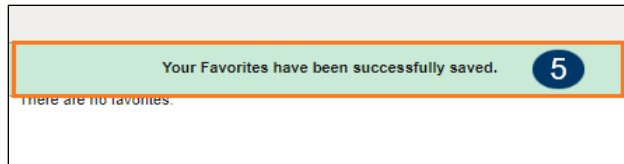
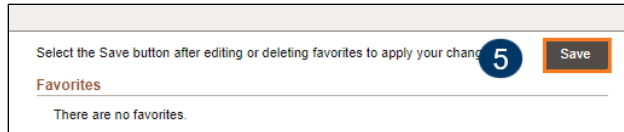


2. Edit **Favorites** Action: Click on the pencil to open the **Edit Favorites** page.

3. To delete all the entire list of Favorites, click the checkbox beside **\*Favorite**, then click **Delete Selected**.



4. Click **Yes** to continue to delete the **Favorites**.
5. Once the list is empty, the action must be saved. Click the **Save** button and receive confirmation.

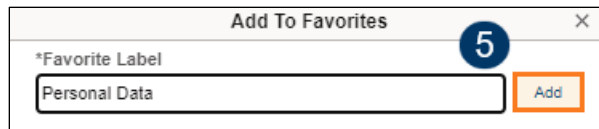
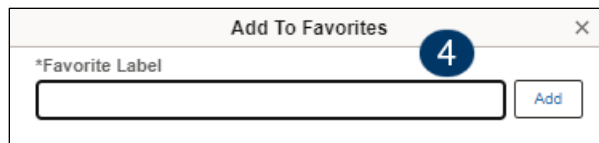
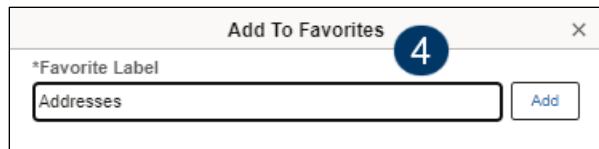
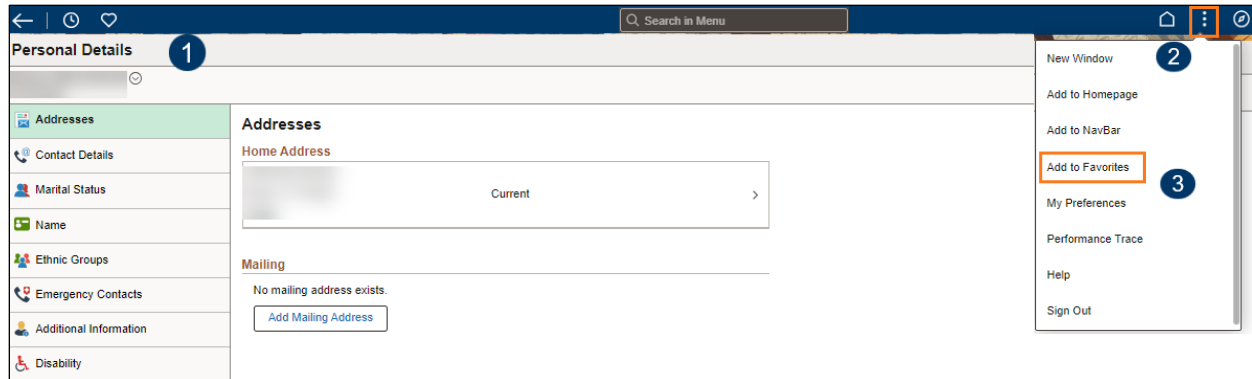


★ Note: If the changes are not saved, the old **Favorites** will not be deleted. Remember, the changes must be saved even though it looks like they have been deleted.



## Setting up Favorites

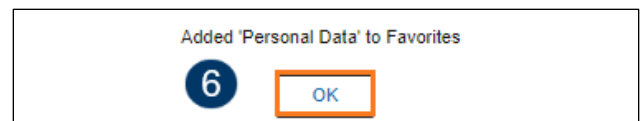
1. Navigate to a frequently used page from ESS or MSS or from the NavBar.
2. Click on the **Actions** icon from the main banner.
3. Click **Add to Favorites**.



4. The **Add to Favorites \*Favorite Label** pop-up window opens.

The **\*Favorite Label** name defaults to the name of the page, but the user may change Label by deleting the name and typing a different name.

5. Click the **Add** button to Add to Favorites list.
6. Click **OK** on the confirmation pop-up.



7. Repeat to add additional **Favorites**.

Remember, the user must navigate to the page and follow the steps to **Add to Favorites**.

- ★ Use the heart at the top left on the main banner or the NavBar to navigate to the **Favorites**. Use the Clearing Favorites Steps to Edit the Favorites list when needed.



## Editing Favorites

1. Navigate to user **Favorites** either by clicking on the heart or the **NavBar** on the main banner.
- 1b. If using the **NavBar**, click the **Favorites** heart to open the **Favorites** list.

The screenshots illustrate the initial steps of the process. The first screenshot shows the user interface with a heart icon and a 'NavBar' button highlighted with a '1'. A second screenshot shows the 'Favorites' list with a pencil icon highlighted with a '2'. A third screenshot shows the 'Edit Favorites' page with a '1b' highlighting the heart icon in the NavBar.

2. Edit **Favorites** Action: Click on the pencil to open the **Edit Favorites** page.

The 'Edit Favorites' page contains a table with the following items and sequence numbers:

| *Favorite      | Sequence number |
|----------------|-----------------|
| Leave Balances | 0               |
| Paycheck       | 0               |
| Personal Data  | 0               |
| Timesheet      | 0               |

A 'Save' button is located at the top right of the page.

- The order of **Favorites** defaults to alphabetical by the **Favorites** Label.
3. To change the order of the **Favorites** list, use the **Sequence number** field to reorder the list as preferred.
  4. Click **Save** to finalize the order.
  5. Verification banner appears.

The 'Edit Favorites' page now shows the items reordered based on their sequence numbers:

| *Favorite      | Sequence number |
|----------------|-----------------|
| Leave Balances | 3               |
| Paycheck       | 1               |
| Personal Data  | 4               |
| Timesheet      | 2               |

The **\*Favorites** Label name can be changed on this page by deleting and retyping the preferred name in the **Favorite** field. The new name appears when saved.

A green verification banner displays the message: "Your Favorites have been successfully saved." Below it, the 'Favorites' list is shown in the preferred order:

| *Favorite      | Sequence number |
|----------------|-----------------|
| Paycheck       | 1               |
| Timesheet      | 2               |
| Leave Balances | 3               |
| Personal Data  | 4               |



- (As needed) To delete a page from the list, from the **Edit Favorites** page, click the checkbox for the page that is to be deleted.
- Click the **Delete Selected** button.

Select the Save button after editing or deleting favorites to apply your changes. **Save**

**Favorites** 4 rows

Delete Selected **7**

| <input type="checkbox"/> *Favorite                | Sequence number |
|---|-----------------|
| <input type="checkbox"/> Paycheck                 | 1               |
| <input type="checkbox"/> Timesheet                | 2               |
| <input type="checkbox"/> Leave Balances <b>6</b>  | 3               |
| <input checked="" type="checkbox"/> Personal Data | 4               |

- A pop-up verification window opens. Click **Yes** to continue to delete the item.

You have selected 1 favorite(s) to be deleted. Do you wish to continue?

**8** **Yes** No

Select the Save button after editing or deleting favorites to apply your changes. **9** **Save**

**Favorites** 3 rows

Delete Selected

| <input type="checkbox"/> *Favorite      | Sequence number |
|---|-----------------|
| <input type="checkbox"/> Paycheck       | 1               |
| <input type="checkbox"/> Timesheet      | 2               |
| <input type="checkbox"/> Leave Balances | 3               |

- Click **Save** to apply the changes.

A green banner appears to verify the update.

Your Favorites have been successfully saved. **9**

**Favorites** 3 rows

Delete Selected

★ Remember to click the **Save** button to apply the changes any time there is an edit.